



Advisory Committee AGENDA Minutes

See last page for the purpose of the program's Advisory Committee, including a description and list of responsibilities.

SPONSOR / INSTITUTION NAME:	Las Positas College Paramedic Program		
CoAEMSP PROGRAM NUMBER:	600524	DATE, TIME, + LOCATION OF MEETING:	December 15, 2021, 4:00pm Zoom Conference
CHAIR OF THE ADVISORY COMMITTEE:¹	Dr. Gene Hern (Shamekka Marty, absent)		

ATTENDANCE			
Community of Interest	Name(s) – List all members. Multiple members may be listed in the same category.	Present – Place an 'x' for each person present	Agency/Organization
Physician(s) <i>(may be fulfilled by Medical Director)</i>	H. Gene Hern MD	X	Alameda County
Employer(s) of Graduates Representative	Dave McPartland	X	Berkeley Fire Dept.
	Danielle Vidal	X	FALCK Alameda County
	Scott Ensminger		FALCK
	Joe Testa	X	Livermore Pleasanton Fire Dept.
Key Governmental Official(s)	John McPartland	X	BART Board of Directors- Representing Livermore
Police and Fire Services	Larry Madoski, Chief	X	LMFD
	Randall West	X	Alameda County Fire Dept.
Public Member(s)	Shamekka Marty		Dublin Rotary
Hospital / Clinical Representative(s)	Tamara Reni		Stanford Valley Care
	Laurie Nash	X	ACMC- Highland Hospital
	Nicole Buck	X	Doctors Modesto
	Richard Meza		St Josephs Med Ctr- Stockton
Other	Gerald Takahashi	X	Alameda County EMS Agency
Faculty ²	Need to fill		Las Positas College
Sponsor Administration ²	Erick Bell, Interim Dean PATH	X	Las Positas College
	Stuart McElderry, Acting Dean PATH, BSSL	X	

¹ The best practice is that the chair is not the Program Director. The Advisory Committee is *advising* the program.

² Additional faculty and administration are ex-officio members.

Community of Interest	Name(s) – List all members. Multiple members may be listed in the same category.	Present – Place an ‘x’ for each person present	Agency/Organization
Student (current)	Need to fill, current graduated		
Graduate	Adrian Gonzalez EMT-P (Cohort 7) ?		Riggs Ambulance
Program Director, <i>ex officio</i> , non-voting member	Ame Blackshear	X	Las Positas College
Medical Director, <i>ex officio</i> , non-voting member	H Gene Hern MD	X	Las Positas College
³	Neal Ely	X	Dean Emeritus Las Positas College

Agenda Item		Discussion	Action Required	Lead	Goal Date
1.	Call to order		Yes / No	G. Hern	
2.	Roll call		Yes / No	G. Hern	
3.	Review and approval of meeting minutes	Neal Ely 1 st , Ame Blackshear 2 nd Motion passed unanimously	Yes / No	G. Hern	12/14/21
4.	<p>Endorse the Program’s minimum expectation [CAAHEP Standard II.C. Minimum Expectation]</p> <p><input type="checkbox"/> “To prepare competent entry-level Paramedics in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains with or without exit points at the Advanced Emergency Medical Technician and/or Emergency Medical Technician, and/or Emergency Medical Responder levels.”</p>		Yes / No	G. Hern	

³ Add rows for multiple members of the same community of interest
If the program has additional named communities of interest, list the community of interest and the name(s) that represent each.

Agenda Item		Discussion	Action Required	Lead	Goal Date
	<input type="checkbox"/> Establish / review additional program goals ⁴				
5.	<p>Endorse the Program’s required minimum numbers of patient/skill contacts for each of the required patients and conditions [CAAHEP Standard III.C.2. Curriculum]</p> <input type="checkbox"/> Student Minimum Competency (formerly known as the Appendix G) <input type="checkbox"/> Review summary graduate tracking reports	Minimum Student Competencies met Summary graduate tracking reports provided; 78 students in various stages of their training and rotations.	Yes / No	Ame	
6.	<p>Review the program’s annual report and outcomes [CAAHEP Standard IV.B. Outcomes]</p> <input type="checkbox"/> Annual Report data <input type="checkbox"/> Thresholds/Outcome data results <input type="checkbox"/> Graduate Survey results <input type="checkbox"/> Employer Survey results <input type="checkbox"/> Resources Assessment Matrix results <input type="checkbox"/> Other	Annual report to be sent to members. 4/14/22 Amendment: annual report has not been sent to members.	Yes / No	Ame	1/15/22
7.	<p>Review the program’s other assessment results [CAAHEP Standard III.D. Resource Assessment]</p> <ul style="list-style-type: none"> ● Long-range planning ● Student evaluations of instruction and program ● Faculty evaluations of program ● Course/Program final evaluations ● Other evaluation methods 	Short-term Planning: Review students in process to develop completion plan. Long-term Planning: Secure additional student placement contracts.	Yes / No	Ame	1/15/22
8.	<p>Review program changes (possible changes)</p> <input type="checkbox"/> Course changes (schedule, organization, staffing, other) <input type="checkbox"/> Preceptor changes <input type="checkbox"/> Clinical and field affiliation changes	**Consistent contracts and field providers; there was a motion with Neal first, John second. Need the motion. 4/14/22 Amendment: This item was discussed. But no motion was made.	Yes / No	Ame	1/15/22

⁴ Additional program goals are not required by the CAAHEP Standards. If additional program goals are established, then the program must measure them.

Agenda Item		Discussion	Action Required	Lead	Goal Date
	<input type="checkbox"/> Curriculum changes <ul style="list-style-type: none"> ○ Content ○ Sequencing 				
9.	Review substantive changes (<i>possible changes</i>) [CAAHEP Standard V.E. Substantive Change] <input type="checkbox"/> Program status <input type="checkbox"/> Sponsorship <input type="checkbox"/> Sponsor administrative personnel <input type="checkbox"/> Program personnel: PD, Lead Instructor, other <input type="checkbox"/> Addition of distance education component <input type="checkbox"/> Addition of satellite program	LPC Academic personnel change – Dean Erick Bell replaced by Dean Stuart McElderry. Emergency faculty coordinator hire process initiated at LPC. Neal Ely 1 st , John McPartland 2 nd , Motion passed unanimously	Yes / No	Ame	12/14/21 1/15/22
10.	Other identified strengths	Strong program coordination with Ame Blackshear’s leadership; advisory committee membership engagement; LPC students strong skills in comparison to other college graduates.	Yes / No	G. Hern	
11.	Other identified weaknesses	78 students yet to complete Precepts/Rotations; Difficulty for agencies to identify and secure Preceptors; Staffing problems at bay area agencies, need to reach out to surrounding areas; Lack of Accreditation report administrative assistance; Lack of Public Safety Program Director Recommendation to delay/suspend fall cohort in order to move 78 students through completion Larry Madoski 1 st , John McPartland 2 nd , Motion passed unanimously	Yes / No	Ame	1/15/22
12.	Identify action plans for improvement	Consider preceptor training programs at LPC; Facilitate Bay Area roundtable for paramedic staffing shortages.	Yes / No	Ame	
13.	Other comments/recommendations	1. Emergency Faculty Hiring- Faculty Coordinator 2. Immediate hiring or identification of Clerical Assistance for the program	Yes / No	G. Hern	

Agenda Item		Discussion	Action Required	Lead	Goal Date
		3. Hire Public Safety Manager John 1 st , Neal 2 nd motion passed unanimously			
14.	Staff/professional education	Ame Blackshear attended CoAE	Yes / No	G. Hern	
15.	CoAEMSP/CAAHEP updates	None	Yes / No	G. Hern	
16.	Next accreditation process (i.e., self-study report, site visit, progress report)	Next accreditation report due March 17 2022.	Yes / No	G. Hern	
17.	Other business		Yes / No	G. Hern	
18.	Next meeting(s)	April 19 th 4pm	Yes / No	G. Hern	
19.	Adjourn		Yes / No	G. Hern	

Minutes prepared by _____

Date _____

Minutes approved by _____

Date _____

If item #5 above was acted on, then:

Medical Director's signature _____

Date _____

- Attach Student Minimum Competency (formerly known as the Appendix G) > **Table 1** to verify which required minimum numbers were reviewed and endorsed (*if item #4 above was acted on*)

PURPOSE OF THE ADVISORY COMMITTEE

The Advisory Committee must be designated and charged with the responsibility of meeting at least annually to assist program and sponsor personnel in formulating and periodically revising appropriate goals and learning domains, monitoring needs and expectations, and ensuring program responsiveness to change, and to review and endorse the program required minimum numbers of patient contacts. [CAAHEP Standard II.B. Appropriate of Goals and Learning Domains]

Additionally, program-specific statements of goals and learning domains provide the basis for program planning, implementation, and evaluation. Such goals and learning domains must be compatible with the mission of the sponsoring institution(s), the expectations of the communities of interest, and nationally accepted standards of roles and functions. Goals and learning domains are based upon the substantiated needs of health care providers and employers, and the educational needs of the students served by the educational program. [CAAHEP Standard II.A.]

Responsibilities of the Advisory Committee

- Review and endorse the minimum program goal.
- Review and endorse the required minimum numbers of patient/skill contacts for each of the required patients and conditions.
- Verify that the Paramedic program is adhering to the National Emergency Medical Services Education Standards.
- Review Program performance based on outcomes thresholds and other metrics (at a minimum credentialing success, retention, and job placement).
- Provide feedback to the Program on the performance of graduates as competent entry level Paramedics (for employers).
- Provide feedback to the Program regarding clinical and field opportunities and feedback on students in those areas.
- Provide recommendations for curricula enhancements based on local needs and scope of practice.
- Assist with long range planning regarding workforce needs, scheduling options, cohort size, and other future needs.
- Complete an annual resource assessment of the program.